

National Aeronautics and Space Administration
Headquarters
Washington, DC 20546-0001



JAN 16 2008

Reply to Attn of: Office of the Chief Financial Officer

TO: Distribution

FROM: Deputy Chief Financial Officer

SUBJECT: Revised Financial Management Requirements (FMR) Volume 12-
Appendix A, NASA Federal Travel Regulation Supplement

NASA (FMR) Volume 12-Appendix A, NASA Federal Travel Regulations Supplement (NFTRS), Chapter 301-Temporary Duty (TDY) Travel Allowances has been revised to incorporate the following changes:

(1) §301-32.1-When may NASA authorize invitational travel for non-NASA persons
Incorporation of policy clarification language issued July 26, 2006, new policy language under subpart (7), and renumbering of part (b) subpart 2.

(2) §301-10.22-How much annual leave may I use in conjunction with official travel
Incorporation of interim policy issued October 31, 2006, part renumbering, language change, item is renumbered to 301-2-28.

The Office of the Chief Financial Officer's (OCFO) website will be updated with a link to the revised document. Please update your Center's Travel websites as appropriate with the current link.

To ensure that employees, approving officials, and others engaged in the preparation of official travel are kept informed, we would also appreciate your assistance in communicating these changes to as wide a distribution as possible at your Center or within your functional area.

If you have any questions, please contact Shelley Meredith at 202-358-1028 or by e-mail at shelley.j.meredith@nasa.gov or Helen Harris at 202-358-0982 or by e-mail at helen.c.harris@nasa.gov.

A handwritten signature in black ink, appearing to read "Terry Bowie".

Terry L. Bowie

Enclosures

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Enclosure – Policy Changes – Effective December 2007

§ 301-32.1 *When may NASA authorize invitational travel for non-NASA persons?*

a. Invitational travel may be authorized under the following circumstances:

- (1) It is in the interest of a Center to invite a college or university official or a representative of industry to visit an activity to observe the work performed or the operations of the activity;
- (2) An individual is requested to lecture, instruct, or give a demonstration at an activity in connection with a NASA operation or program;
- (3) It is determined that attendance and participation of an individual at a conference or meeting will be in the best interest of NASA;
- (4) An individual is required to attend a major award ceremony of the Agency or major award ceremony (e.g., a Presidential award ceremony, an annual award ceremony of the Agency or major organizational component, or a prestigious honorary award ceremony sponsored by a non-Federal organization) to accept an award;

One individual of the award recipient's choosing, related by blood or affinity, whose close association with the employee is the equivalent of a family relationship, may accompany the award recipient. The following restrictions apply:

- (i) Travel must be directly to and from the site of the ceremony
 - (ii) Travel reimbursement is intended to cover instances in which the award recipient and his or her guest are both geographically distant from the site of the ceremony, rather than instances in which the award recipient's residence is in the same area as the ceremony.
- (5) A handicapped individual on temporary duty needs an attendant to accompany them on official travel;
 - (6) Attendance of an individual is needed for the purpose of serving as a sponsor or participant in an official ceremony, which is directly related to NASA interests;
 - (7) The NASA Administrator or Deputy Administrator determines that it is in the national interest because of a benefit to NASA's international cooperation efforts or another statutory mission of the Agency for a very high-level or otherwise notable NASA official or employee to be accompanied by their spouse:
 - (i) To attend an unquestionably official function in which the spouse participates, usually by providing a specific service, in an official capacity, or, because of a significant diplomatic or public relations benefit to the U.S. in a non-participatory role.
 - (ii) Circumstances in which spousal travel will be justified under this subsection are rare, and will ordinarily only be present when spouses of other high-level invitees will be in attendance. Approval of invitational travel under this subpart shall be made by the Administrator or Deputy Administrator following review by the Office of General Counsel at NASA Headquarters.

b. Invitational travel at Government expense will not be authorized for:

- (1) Non-appropriated fund officials traveling on non-appropriated fund business;
- (2) Contractor employees, unless approved by the cognizant Contracting Officer or representative in coordination with legal counsel at the requesting Center.

c. Invitational travel authorizations may limit the amount or types of travel reimbursements to which the traveler is entitled.

§ 301-2.28 *How much annual and/or other leave may I use in conjunction with official travel?*

Including days spent traveling to and from the TDY location, the total number of days spent on official government business should be greater than or equal to the number of days spent on personal business.

Per FTR 301-11.20, authorized rest periods are considered part of official travel.

Travel conducted under FTR Chapter 304- Payment of Travel Expenses from a Non-Federal Source is excluded.

Days on personal business include the following:

- a. Weekends not authorized as required to perform the work assignment (Ref: FTR 301-11.21).
- b. Days on annual leave or any non-paid non-work status other than sick leave.
- c. Holidays.

Employees and approving official should be aware of the appearance of extensive personal leave taken that exceeds days required to conduct official travel and subsequent claims for reimbursement should only be submitted for those expenses essential to the conduct of official business. This includes, but is not limited to, expenses for additional days of meals and incidentals, rental vehicle, parking, lodging, and travel via indirect or circuitous routes. NASA reserves the right to review travel reimbursements for consistency with IRS Publication Number 463.